



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**OFFICE OF PROGRAM SUPPORT**

**John A. Stephen**  
Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-4624 1-800-852-3345 Ext. 4624  
FAX: 603-271-4782 TDD Access: 1-800-735-2964

**Mary Castelli**  
Senior Division Director

Dear Applicant:

The Bureau of Child Care Licensing screens the names of those people who will have contact with, or who are interested in working with children in licensed child care settings in two ways: Through a State Police criminal record check and through the state's Central Registry of child abuse/neglect reports.

Regarding the Central Registry, the names that you provide are compared to a statewide listing of those individuals who were determined to act in some way which was harmful – or potentially harmful – to children under their care. These determinations presently are kept on record for seven years. By screening the names of your household members and/or staff on this registry, you are reducing the opportunity for a person who may be harmful to children to engage in an abusive or neglectful act in your licensed setting. Criminal records are evaluated to determine whether the individual with a record poses a risk to children.

Name screening is a time consuming task. The job demands absolute accuracy, because our action can affect not only the safety and care of children, but also can significantly change the career of a job applicant.

**You can help to make this job easier and more accurate in two ways:**

1. Please take your time in filling in the names of your household members and/or staff on the Household and Personnel List form. Typing the names would be wonderful.
2. Please list names in alphabetical order (by last name).

Thank you for taking the time to read this, and for all of your efforts to make your program a safer, more caring place for children. If you have any questions, please call 1-800-822-3345, ext. 4624 or (603) 271-4624.

Sincerely,

Wendy Kessler  
Bureau Chief  
Bureau of Child Care Licensing

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**OFFICE OF PROGRAM SUPPORT, BUREAU OF CHILD CARE LICENSING**  
129 PLEASANT STREET, CONCORD, NH 03301  
Telephone 1-800-852-3345 Extension 4624 or 271-4624

**HOUSEHOLD AND PERSONNEL LIST**  
(For use in Criminal/Child Abuse Records Check)

**INSTRUCTIONS:** ( PLEASE KEEP COPY #5 FOR YOUR RECORDS)

1. PLEASE **TYPE OR PRINT LEGIBLY AND FIRMLY, USING BLACK INK.**
2. **PROGRAMS LOCATED IN A RESIDENCE**, MUST **FIRST** LIST ALL HOUSEHOLD MEMBERS AGE 10 AND OLDER.
3. **ALL PROGRAMS** MUST LIST ALL CHILD CARE PERSONNEL AGE 16 AND OLDER, AND OTHER INDIVIDUALS AGE 16 AND OLDER WHO  
WILL HAVE DAILY CONTACT WITH THE ENROLLED CHILDREN.
4. **YOU MUST INCLUDE** MAIDEN NAME AND PREVIOUS MARRIED NAME IF APPLICABLE.
5. IF YOU HAVE NOT RECEIVED A RESPONSE WITHIN 45 DAYS, PLEASE CONTACT THIS OFFICE.
6. PROGRAM **NAME, ADDRESS, AND LICENSE NUMBER MUST BE COMPLETE OR THIS FORM WILL BE RETURNED TO YOU.**
7. FOR **NEW PROGRAMS**, THIS OFFICE WILL ASSIGN AND ENTER A LICENSE NUMBER.
8. **YOU MUST** ALSO SUBMIT A **NOTARIZED** CRIMINAL RECORD RELEASE AUTHORIZATION FORM FOR ALL INDIVIDUALS AGE 17 & OLDER.

THERE IS A FEE OF \$7.50 TIMES THE NUMBER OF CRIMINAL RECORD CHECKS REQUESTED. PLEASE INCLUDE A CHECK OR MONEY

ORDER PAYABLE TO: STATE OF NH – CRIMINAL RECORDS, FOR THE APPROPRIATE AMOUNT. WITHOUT THIS PAYMENT YOUR CRIMINAL RECORD CHECKS CANNOT BE PROCESSED BY THE DEPARTMENT OF SAFETY.

**PROGRAM NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**LICENSE NUMBER** \_\_\_\_\_

Street (Include Number)

City/Town

State

Zip Code

LAST NAME, (MAIDEN NAME) FIRST NAME, MIDDLE INITIAL If located in a residence, please list all household members age 10 to 15 years first.	DATE OF BIRTH MO./DAY/YR.	POSITIVE MATCH * NON- DISQUALIFYING
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

**RESULTS OF BACKGROUND CHECK** FOR BUREAU COMPLETION ONLY

**DISTRIBUTION:** 1 DCYF

2 DEPT. OF SAFETY

3 & 4 BCCL

5 PROGRAM

\_\_\_\_\_ THE BACKGROUND CHECKS DID NOT REVEAL ANY INFORMATION THAT RESULTED IN A DETERMINATION THAT ANY OF THE ABOVE NAMED INDIVIDUALS POSE A THREAT TO THE SAFETY OF CHILDREN.

**\*NON-DISQUALIFYING** IF CHECKED, CRIMINAL RECORDS, FOR CONVICTIONS THAT THE DEPARTMENT HAS DETERMINED WILL NOT DISQUALIFY THE INDIVIDUAL FROM WORKING IN CHILD CARE, ARE ATTACHED PURSUANT TO He-C 4002.09(a).